



VILLAGE OF BARRINGTON
200 South Hough Street
Barrington, IL 60010

APPLICATION FOR EMPLOYMENT

*It is the policy of the Village of Barrington to ensure equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin, disability or any other category protected by law. **Please complete all blanks or indicate "not applicable."** Incomplete applications may be subject to rejection.*

Date: ____/____/____

Name: _____
Last First Middle

Present address: _____
Street City State Zip

Phone: () ____ - ____ Social Security Number: ____ - ____ - ____

Position applied for: _____ Date available to start: ____/____/____

Applying for (please check one): ☐ Full Time ☐ Part Time ☐ Seasonal ☐ Temporary

Rate of pay expected: _____ per _____ Driver's license # and Class: _____

How were you referred to the Village of Barrington? _____

Are you at least 18 years of age? ☐ Yes ☐ No

If hired, can you prove you are legally permitted to work in the United States? ☐ Yes ☐ No

Military service? ☐ Yes ☐ No If yes, which branch _____
From _____ To _____ Type of discharge _____

Were you previously employed by the Village of Barrington? ☐ Yes ☐ No
If yes, what department? _____ Dates of employment: _____
Under what name were you employed? _____

Do you have any relatives working for the Village? ☐ Yes (please specify below) ☐ No
Name: _____
Relationship: _____

Have you been convicted of any violations of the law other than minor traffic violations? ☐ Yes ☐ No
If yes, please explain: _____

Conviction of a violation of the law is not an automatic bar to employment. Each case is considered on its own merit. Applicant is not required to disclose sealed or expunged records of conviction or arrest.

EDUCATION

Circle highest grade completed

High School

College

Post-Graduate

9 10 11 12

13 14 15 16

1 2 MA PhD

Name & location of high school; trade or business schools; or colleges attended	Dates attended From/To	Degrees/ certifications earned	Courses/areas of study

EMPLOYMENT INFORMATION

Note: We may contact any previous employer to verify your job title, description of past duties, dates of employment, and compensation. Is it OK if we contact your present supervisor? ☐ Yes ☐ No

Work History—Start with your present or last job and work back, using additional sheets if necessary. (Resume will not substitute for completion of this portion of the application.)

1) Employer _____
Address _____
Supervisor's name _____
Supervisor's title _____ Phone number _____
Your title _____
Under what name were you employed? _____
Description of duties _____

From _____ month _____ year To _____ month _____ year
Reason for leaving _____

2) Employer _____
Address _____
Supervisor's name _____
Supervisor's title _____ Phone number _____
Your title _____
Under what name were you employed? _____
Description of duties _____

From _____ month _____ year To _____ month _____ year
Reason for leaving _____

3) Employer _____
Address _____
Supervisor's name _____
Supervisor's title _____ Phone number _____
Your title _____
Under what name were you employed? _____
Description of duties _____

From _____ To _____
month year month year
Reason for leaving _____

4) Employer _____
Address _____
Supervisor's name _____
Supervisor's title _____ Phone number _____
Your title _____
Under what name were you employed? _____
Description of duties _____

From _____ To _____
month year month year
Reason for leaving _____

Please use the space below to summarize any special qualifications, training or experience that you have, and feel should be considered in reviewing your application, or account for any gaps in your work history.

REFERENCES

Name	Address	Phone #	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ACKNOWLEDGEMENT

Please read carefully.

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated.

I understand that if the Village of Barrington hires me, my employment will be at-will, meaning that either I or the Village of Barrington can terminate it at any time for any reason.

I authorize the Village of Barrington to make inquiries to my character, employment record and other matters to verify my suitability for employment and release the Village of Barrington and any individuals it contacts from any claims arising from making or responding to such inquiries. I further understand that such inquiries will include checking police records for convictions. I understand that I may request reasonable accommodations, if needed, due to disability, in order to participate in the overall application process.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid.

I agree to submit to a pre-employment physical and/or drug screen if required by the Village of Barrington and understand that any offer of employment is contingent upon successfully passing the test if so required.

Signed _____

Date ____/____/____

The Village of Barrington is an equal opportunity employer.

Return completed form to: Village of Barrington
Attn. Human Resources
200 S. Hough Street
Barrington, IL 60010